



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

INFORMATIONAL LETTER NO. 660

TO: Local Education Agencies

FROM: Iowa Department of Human Services, Iowa Medicaid Enterprise

DATE: December 4, 2007

SUBJECT: Escort services for more than one child

The procedure code for escort services should be billed using a modifier when billing escort services when one (1) staff person is providing service to two (2) or more students. When providing this service to two or more students use code T2001 with the modifier HQ. The U9 modifier can be also used in conjunction with the HQ modifier, if one staff person who is not an RN/LPN provides the service to two or more students.

Documentation Reminder

Daily documentation notes should include the following information:

(Required as proof of service during documentation review/audit)

1. Date of service (month/day/year)
2. Time of service (include both the start and the end times (e.g., 6:15 AM-7: 47 AM))
3. Service or intervention provided
4. Client response to service or intervention
5. Progress summary
6. Service provider signature, including required licensure or other credentials

If you have any questions, please contact IME Provider Services at 1-800-338-7909, locally at 515-725-1004 or by e-mail at imeproviderservices@dhs.state.ia.us